

VILLAGE OF BRIDGEVIEW



**REQUEST FOR PROPOSAL (RFP)
FOR
EMERGENCY MEDICAL TECHNICIAN SERVICES
AT TOYOTA PARK**

IMPORTANT DATES

NOTICE FOR BIDS: December 14 – 12-28, 2015

PRE-BID MEETING: 1-7-2016

REQUESTS FOR CLARIFICATION DUE: 1-8-2016

BIDS DUE: 1-13-2016 BY 3:00 P.M.

ORAL INTERVIEWS: Week of January 18, 2016

DECISION: WEEK OF 1-25-2016

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REQUEST FOR PROPOSAL (“RFP”)

FOR

VILLAGE OF BRIDGEVIEW

I. PURPOSE OF THE REQUEST FOR PROPOSAL

The Village of Bridgeview (the “Village”) is proud to issue this Request for Proposal (“RFP”) to qualified individuals and firms to establish criteria for the selection of a “Respondent” to provide Emergency Medical Technician (“EMT”) services for events at TOYOTA PARK, located at 7000 South Harlem, Bridgeview, Illinois (the “Venue”). A written Proposal submitted in response to this RFP must comply with all of the instructions and procedures set forth herein. **Deviations from the procedures set forth herein shall result in a submission’s elimination for consideration. No revisions from initial submissions shall be allowed**

A. Purpose

The purpose of this RFP is to establish criteria for the selection of an individual or firm to provide Emergency Medical Services as set forth in the Job description attached hereto as Exhibit A in a professional, courteous manner. It is the Village’s intention to establish a long-term professional relationship but the Village will review the performance of the selected party (or parties) on an as needed basis, and at least annually. The goal is to select the most qualified firms or firms to provide the Venue with EMT services.

B. About the Village

The Village is a home rule municipality located in southwestern Cook County, Illinois, approximately thirteen (13) miles from downtown Chicago. The Village was incorporated in 1947. The Village is populated by approximately 15,000 persons.

C. About the Venue

TOYOTA PARK is a multi-purpose sports and event complex that is the home to the Chicago Fire Soccer Club and venue for headline concerts as well as numerous stadium, club/catering and parking lot events.

D. Response Format

Proposals submitted in response to this RFP must include the name of the firm and the name of the person submitting the response. Responses should follow the format as outlined in the RFP Questions section. All responses must be signed by a representative authorized to make a binding commitment on behalf of the party

submitting the response. Proposals must be submitted in a manila envelope (or its facsimile) and be clearly marked with the name, address of the vendor.

E. Instructions

The Village must receive six (6) executed copies of all responses no later than 3:00 p.m. on January 13, 2016 at Toyota Park, 7000 South Harlem Ave., Bridgeview, IL 60455, and ATTENTION DONNA BAFFOE McDONALD. **Late responses will not be accepted. Responses submitted by electronic mail and facsimile will not be accepted.** All responses should be delivered as addressed below:

All questions regarding the RFP should be sent to Debra Aogle, General Manager of Toyota Park at debra@villageofbridgeview.com, Tel: 708.496-6721 by 6:00 pm CST on January 8, 2016. All questions received prior to this date and time will be responded to via email by January 8, 2016

F. Remuneration. Interested parties are to present an outline of the fee schedule to be utilized in connection with the presented services as specified in the RFP Questions section. Proposed investments will be considered as part of submitted proposals.

G Oral Interviews. After receipt of all responses, the Village will review and evaluate submissions based on all of the criteria stated in this RFP. The Village may request oral interviews to allow the most qualified candidates to clarify their responses or further define their offer. However, the original submission will stand on its own merits, and cannot be revised. All oral interviews shall be at the expense of the person granted the oral interview. If needed, oral interview will take place the week of January 18, 2016.

H. Timeline. The Village anticipates that its review of the responses submitted to this RFP shall take two (2) weeks.

I. Public Records. Any response received under this RFP constitutes a public document that may be made available to the public upon request under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140/1, *et seq.*) and other applicable laws and rules.

II. SCOPE OF SERVICES

The selected Respondent shall provide the Village with EMT services as described above or as determined by the RFP Committee including providing the Village with EMT personnel and ambulances and emergency medical services equipment (collectively, the “Services”) during events at the Venue and its environs.. EMT personnel should be trained in accordance with advanced standards established by the Illinois Department of Public Health (“IDPH”) and all other applicable standards. EMT personnel shall be certified by

the IDPH as Emergency Medical Technician – Paramedics (EMT-P). All EMT personnel shall be accepted and approved members of both the Loyola EMS System and Christ Hospital’s EMS System. EMT personnel must continue their professional education to meet ongoing requirements of the IDPH and other applicable certifying agencies.

All provided ambulances must meet or exceed the specifications of the Christ Hospital EMS system, the Illinois Department of Public Health and the United States Department of Transportation.

The Village reserves the right to: (1) reject all proposals (the “PROPOSALS”) submitted, in whole or in part, and (2) award the Services to multiple Respondents. The Village reserves the right, in its sole and absolute discretion, to cancel or modify this RFP in whole or in part, without further notice.

III. REQUESTS FOR CLARIFICATION

All questions or requests for clarification must be in writing, sent by mail or fax, to Debra Augle, General Manager, Toyota Park, 7000 South Harlem Ave, Bridgeview, Illinois 60455; Phone 708.496-6721, E-mail: daugle@villageofbridgeview.com must be received no later than 6:00 P.M. on January 8, 2016. The Village shall not be responsible for the delay in the transmission of any request for clarification or other communication.

3.1 Deadline And Procedures For Submitting Proposals

A. Deadline

Proposals will be accepted and must be received to the address as set forth in Section 3.1 B no later than **3:00 P.M., local time, on January 13, 2016. Late Proposals will not be considered.** The Village shall not be responsible for any delays in the delivery, receipt or handling of Proposals.

B. Procedures For Submitting Proposals

Proposals must be delivered to the following address:

Toyota Stadium
7000 S. Harlem Ave.
Bridgeview, IL 60455
ATTENTION: DONNA BAFFOE McDONALD

Respondent must submit ix (6) sets of originals in hardcopy format and of the Proposal. The original documents must clearly be marked, and must bear the

original signature of an authorized agent of Respondent. Respondent must enclose all documents in a sealed envelope or box. A **Proposal submitted via facsimile or electronic mail will not be accepted.**

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*) Written submissions must be presented in a manila envelope or its equivalent.

3.2 Confidentiality

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the PROPOSAL that contain trade secrets or other proprietary data that must remain confidential.

IV. SUBMISSION REQUIREMENTS

4.1 Required Content

At a minimum, the following information must be included in all Proposals:

A. Cover Letter

The Respondent must submit a cover letter committing the Respondent to provide the Services, in accordance with the terms and conditions of a contract that may be awarded subsequent to the RFP and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:

- (i) Outline the number of years the Respondent has been in business, and provide an overview of the experience and background of the Respondent, in relation to the provision of the Services, and the key personnel committed to this project;
- (ii) Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois;
- (iii) Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews, or negotiations; and
- (iv) The cover letter must be signed by an authorized representative of the Respondent, and must identify him/her as same.

B. Executive Summary

The Respondent must provide an executive summary that explains its understanding of the Village's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the Services.

C. Professional Proposal and Specialized Experience of Respondent

(i) Company Profile Information (See Form in Exhibit 1)

The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.

(ii) Company References (See Form in Exhibit 2)

The Respondent should provide at least two (2) client references for services substantially similar to the Services. All client reference information must be verified and supported. References must be aware that they are being used and agreeable to an interview by the Village. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2. **Failure to prove the information requested in this section shall result in disqualification of the submission and no subsequent revisions shall be allowed.**

(iii) Business License/Authority To Do Business In Illinois

The Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services. The Respondent must provide evidence that it is authorized to do business in Illinois.

D. Professional Proposal and Experience of Key Personnel

(i) Key Personnel

The Respondent must provide a list of the individuals who will be dedicated to perform the Services.

(ii) Areas Of Expertise

The Respondent must indicate each person's areas of expertise and which person will have primary responsibility for various tasks or aspects of the service.

(iii) Resumes

The Respondent must submit resumes or corporate personnel profiles with past experience for each of the key personnel. This must include a description of each individual's role and responsibilities on recent projects similar in scope, type and magnitude to the Services.

E. Project Management/Implementation Plan

The Respondent must provide a detailed summary of its plan for implementing the Services, including ingress and egress strategies relative to patient care.

F. Compensation Proposal

The Respondent must provide an explanation of its proposed compensation model by addressing, at a minimum, the topics indicted on Exhibit 3, attached hereto and incorporated herein. The Respondent must disclose any charges or fees not included in its base price that the Village would incur. PROPOSAL that fail to include the compensation information requested in Exhibit 3 will be deemed non-responsive and rejected as incomplete.

V. EVALUATION CRITERIA

The Mayor of the Village has created a RFP Review Committee (the "Committee"), consisting of five (5) members. The Committee shall evaluate the PROPOSAL to determine the firm(s) best-suited to meet the Village's needs. The Committee reserves the right to require in-person interviews with some or all of the Respondents. The Committee shall make its recommendation on selection to the Village Board.

In evaluating the Proposal, the Committee's recommendation and the Village's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the Village including, without limitation, the following:

A. Professional and Technical Competence

The Respondent's ability to provide the Services, including capacity to achieve the project goals and objectives described in this RFP.

B. Professional Proposal and Specialized Experience of Respondent And Team

The Respondent's experience in providing services similar to the Services on projects of similar scope and magnitude (*e.g.*, specifically with respect to EMT services at large sports venues). The Village will consider the past and current performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Village may solicit from current and/or previous clients, including, other government agencies,

or any available sources, relevant information relating to the Respondent's record of performance.

C. Quality, Comprehensiveness And Adequacy

The Village will review the quality, comprehensiveness and adequacy of the proposed project management/implementation plan for providing the Services including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.

D. Compensation

The Village will consider the competitiveness and adequacy of the proposed compensation model for the Services.

VI. ADDITIONAL SERVICE REQUIREMENT

6.1 Insurance

If awarded a contract for the Services, the Respondent will provide satisfactory evidence to the Village of its commercially reasonable policies of insurance, including, but not limited to: general liability, automobile liability, property and workers' compensation insurance, if applicable, which policies shall remain in full force and effect during the Respondent's performance of the Services described herein and, to the extent possible, shall name the Village as Additional Insureds. Please see **Exhibit 4** for further information regarding insurance specifications.

VII. REJECTION OF PROPOSAL

7.1 Selection Does Not Guarantee The Award Of A Contract.

This RFP shall not create any legal obligation of the Village to evaluate any Proposal that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable. All Proposals should contain an affirmative statement that there is no "conflict of interest" with the Village and the Respondent.

The Village reserves the right to reject all PROPOSAL received and the right to waive non-material formalities and technicalities according to the best interests of the Village. Any PROPOSAL submitted shall be binding for sixty (60) days following the Village's opening

and review of the same. The Village reserves the right to select a Respondent or multiple Respondents to perform the Services. The Village reserves the right to terminate the Services provided by the Respondent. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFP.

By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

7.2 No Liability For Costs

The Village is not responsible for costs or damages incurred by interested parties in connection with the RFP process. This includes, but is not limited to, costs associated with preparing the PROPOSAL and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

EXHIBIT 1
COMPANY PROFILE INFORMATION

Each Respondent must complete the following information:

(1) Legal Name of Firm: _____

(2) Doing Business under Other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State and Zip Code: _____

(5) Web Site Address: _____

(6) Number of Years in Business: _____

(7) Total Number of Employees: _____

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years: _____

(9) Major Products and/or Services Offered:

(10) Other Products and/or Services Offered: _____

(11) Describe the Firm's demonstrated experience in providing services responsive to the Services requested in this RFP:

(12) Identify and describe the number of ambulances or other emergency medical services equipment (collectively "Equipment") to be provided: _____

(13) Identify where the Equipment will be stationed and garaged when not in use: _____

(14) What other equipment is available to be brought to, or stored at the Venue? Identify any additional costs for this equipment: _____

(15) Identify the number of EMTs you propose to have present during events at the Venue: _____

(16) Identify the PROPOSAL, certifications and experience of the EMTs: _____

(17) Explain your proposal for managing the on-site EMTs: _____

(18) Identify the insurance held by the Respondent: _____

(19) Will Respondent dedicate EMTs who are assigned to the Venue or will EMTs always be on a constant rotation: _____

EXHIBIT 2
COMPANY REFERENCES

Submit a completed client profile information sheet for each company reference. Provide a minimum of two (2) references.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(7) Number of Employees in Client Organization: _____

(8) Project Scope of Services/Goals: _____

(9) Contract Award Date: _____ Cutover Date: _____

(10) Initial Contract Amount: \$ _____ Final Contract Amount: \$ _____

(11) Describe the Project, its Similarity to the Services Requested Herein, and How Goals Were Met:

(12) What Were the Costs of the Project?

(13) You May Attach Any Reports or Studies Completed for the Project.

EXHIBIT 3 COMPENSATION

METHOD AND RATE OF COMPENSATION: Identify the proposed compensation model and provide the rate or price for each type of service contemplated by this RFP. Please provide an estimated, or, if possible, a firm price, for the compensation for this project.

EXPENSES: Unless otherwise specified, the Village does not provide for reimbursement of any expense incurred, including, but not limited to telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

EXHIBIT 4

INSURANCE REQUIREMENTS (edition 2-2015)

Prior to the start of work or entering premises, the licensee or subcontractor shall purchase and maintain, and require all sub-subcontractors to purchase and maintain, insurance of the following *minimum* types of coverage and limits of liability (requirements as set forth in the Contract documents, if greater or broader, will prevail and are available for review at our office):

Workers' Compensation Insurance:

- Illinois (or state in which work is being performed) Statutory
- Employers Liability:
 - \$500,000 Each accident
 - \$500,000 Disease – Each employee
 - \$500,000 Disease – Policy limit
- Coverage for federal acts (if applicable)

Commercial General Liability Insurance: Full comprehensive general liability including XC&U protection, per project aggregate, and contractual liability coverage insuring to the fullest extent possible the indemnification agreement contracted herein, for the following minimum limits:

- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
 - (2 years after completion of all work under the subcontract)
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal / Advertising Injury

Automobile Liability Insurance: Comprehensive auto liability protection insuring owned, non-owned, and hired automobiles for the following minimum limits:

- \$1,000,000 Combined Single Limit

Garage keepers Liability insurance on an occurrence form basis with limits not less than \$2,000,000 per occurrence (if applicable).

Comprehensive Crime Insurance: Including employee theft, premises, transit and depositor's forgery coverage with limits as to any given occurrence of \$250,000. Coverage should include third party coverage. All parties listed in item #1 below should be named as loss payees as their interest may appear (if applicable).

Employment Practices Liability: Including 3rd Party coverage. The limit of liability should be no less than \$3,000,000 per occurrence and any deductibles/retentions are responsibility of sub-contractor (if applicable).

Umbrella/Excess Liability Insurance: \$5,000,000 Per Occurrence and Aggregate providing coverage excess of Employers Liability, General Liability (including Liquor Liability if applicable), Garage keepers Liability (if applicable) and Auto Liability.

Professional/Medical Malpractice Insurance: Comprehensive Professional/Medical Malpractice liability protection insuring owner, non-owner, patron or any other person or entity for the following minimum limits:

\$1,000,000 Combined Single Limit

Additional Requirements:

1. The following shall be named as primary and non-contributory additional insureds on all policies except the Workers' Compensation policy:

Village of Bridgeview dba Toyota Park

Village of Bridgeview

2. The above additional insureds must remain named on the sub-contractor's policy for at least 2 years after the work is completed (if applicable for construction/maintenance work).

- **#CG 20 10 10 01 Additional Insured-Owners, Lessees or Contractors (for on-going operations)**

- **#CG 20 37 10 01 Additional Insured-Owners, Lessees or Contractors – Completed**

Operations (for "products and completed operations")

3. All insurance policies shall contain a provision that the coverages afforded thereunder shall not be canceled or not renewed without at least thirty (30) days prior written notice.
4. Workers' Compensation and General Liability policies shall include Waiver of Subrogation in favor of the parties listed in item 1 above.
5. All materials, tools, and equipment owned by, or that which the subcontractor is responsible for, shall be the full responsibility to be insured by the subcontractor or licensee (if applicable).
6. Any deductibles under any policies maintained by the subcontractor shall be the sole responsibility of the subcontractor.
7. Failure to provide evidence of insurance before the start of work in no way will be deemed a waiver of the insurance requirements.

EXHIBIT 5

SPONSORSHIP OPPORTUNITY

Please indicate whether you are interested in participating in a sponsorship opportunity involving the Village of Bridgeview and Toyota Park.

Yes

☐

No

☐